

EXECUTIVE COMMITTEE

MINUTES

May 8, 2012

EXECUTIVE COMMITTEE

Ronald Marquette
Chair

Anthony Campagiorni
Vice Chair

Ward Todd
Secretary

Treasurer

Terry Bernardo

Donald Christian

Michael Hein

David O'Halloran

John Valk

A regular monthly meeting of the Executive Committee of the Ulster County Development Corporation was held at 4:00 p.m., Tuesday, May 8, 2012, Conference Room 108, Business Resource Center, Development Court, Kingston, NY.

The following members were present

March Gallagher	For Michael Hein
Ronald Marquette	Chair
David O'Halloran	Via Telephone
James Quigley	For John Valk
Ward Todd	Secretary

Lance Matteson
President

The following members were absent:

Anthony Campagiorni	Vice Chair
Jacqueline DiStefano	For Donald Christian
Robert Kinnin	For David O'Halloran*
James Maloney	For Terry Bernardo

*It should be noted that in view of Mr. Kinnin's absence, Mr. O'Halloran attended the meeting via telephone representing the UCIDA.

Others Attending: (Non-Voting Members)

Linda Clark	

Chair Ronald Marquette called the meeting to order at 4:00 p.m.

MINUTES

Motion: March Gallagher, seconded by Ronald Marquette, moved to approve the Minutes of the March 6, 2012 and April 10, 2012 meetings. Copies of said Minutes are on file.

Vote: The motion was adopted. James Quigley abstained from the vote.

FINANCIALS

The financials for the period ending April 30, 2012 were presented to the members of the committee. No formal action was taken. A copy of said financials is on file.

Chairman's Report

Chair Marquette reported that he and Anthony Campagiorni have requested a meeting with Terry Bernardo, Chairman of the Ulster County Legislature, to discuss, among other things, the status of the 2012 contracts, an update on outstanding 2011 funds, memberships of both the Ulster County Revolving Loan Fund Committee and the Ulster County Shovel Ready Committee. Chair Marquette stated that since he and others of the Executive Committee had been meeting with the County Executive, he felt more comfortable also meeting with the Chairman of the Legislature. Two tentative dates for said meeting have been proposed; 4:00 p.m., Friday, May 11, 2012 or 4:00 p.m., Monday, May 14, 2012. He was hopeful that a definitive date would be set.

Mr. O'Halloran stated that it was his understanding that the membership's of the Ulster County Revolving Loan Fund Committee and the Shovel Ready Committee, served until and/or whenever the Chairman of the Ulster County Legislature deemed it appropriate to appoint and/or reappoint the respective committee membership.

Interim Administrator

Motion: David O'Halloran, seconded by March Gallagher moved to appoint Melinda Beuf as Interim Administrator for Ulster County Development Corporation effective Wednesday, May 9, 2012 at a salary of \$85,000 per annum.

Mr. O'Halloran stated that Ms. Beuf had been proactive and established a transition protocol within the office.

Ms. Gallagher applauded Ms. Beuf's actions and was very much in favor of the appointment.

Vote: The motion was adopted.

The Committee authorized that Lance Matteson be removed as signatory from all UCDC bank accounts, including payroll and replaced by Melinda Beuf. Additionally, a Press Release will be prepared announcing Ms. Beuf's appointment.

President's I-Phone

Chair Marquette reported that Lance Matteson had requested to keep the I-Phone and respective telephone number that UCDC provided to him as President. Mr. Marquette stated that after discussion with Mr. O'Halloran it was agreed that Mr. Matteson may retain the I-Phone and respective telephone number. The service contract and billing must be transferred to Mr. Matteson not later than June 15, 2012. Effective June 16, 2012, UCDC will no longer be responsible for any charges incurred as a result of the I-Phone.

Company Car

Chair Marquette directed staff to find out the value of the company car, based upon its year, mileage and condition via Edmunds. Additionally, staff will provide the amount and duration remaining on the outstanding car loan.

Health Savings Account (HSA)

Chair Marquette reported that Lance Matteson had requested that the Committee authorize the full payment of \$6,250 into his Health Savings Account (HSA). Traditionally, HSA accounts are funded on a monthly basis; the \$6,250 represents the 12 month allocation into said account. Mr. Matteson's severance package included payment of his health insurance through December 31, 2012. The \$6,250 request adds \$2,083.28 to his severance package.

Motion: March Gallagher, seconded by James Quigley, authorized a lump sum payment into Lance Matteson's Health Savings Account (HSA) account in an amount equal to his monthly accruals through December 31, 2012.

Vote: The motion was adopted.

Request for Proposal (RFP) – UCDC Controller's Position

Chair Marquette sought the committee's approval for moving forward with a Request for Proposal (RFP) to outsource the Controller's position at UCDC. The Committee was in favor of having staff prepare said RFP and soliciting various firms and/or service providers for responses. March Gallagher requested that a task list be prepared so that she could consult with the County's Finance Department to determine if any of these tasks may be transferred to the County. Staff was directed to prepare the RFP and the Task List.

Resignations

Chair Marquette announced that Jacqueline Appeldorn had submitted her resignation from the UCDC Board of Directors. He expressed his concern over the lack of representation from the private sector. It was suggested that at the June meeting of the Board of Directors that a more "robust" Agenda be presented that included a project debriefing and the sharing of the lead lists.

Representation

Hudson Valley Economic Development Corporation

Ms. Gallagher made a formal request that the Executive Committee appoint her as UCDC's representative on the Board of the Hudson Valley Economic Development Corporation.

Motion: Ward Todd, seconded by James Quigley, moved that March Gallagher be appointed as UCDC's representative to the Hudson Valley Economic Development Corporation's Board of Directors.

Vote: The motion was adopted.

2012 Contracts

The membership of the committee discussed various scenarios regarding the 2012 contracts with the County including, but not limited to: (1) the possibility of combining the base and incentive funding into one contract; (2)

projections for funding for 2013, etc. Ms. Gallagher stated that she could not speak for the County Executive with reference to the possibility of combining the base and incentive funding into one contract. She stated that she would bring the matter to the attention of the County Executive.

New Business

CFA Process

Ms. Gallagher stated that staff has been directed to forward the CFA Process email to all members of the Board of Directors. The deadline for filing is July 16, 2012. A copy of said email is on file.

Adjournment

Motion: James Quigley, seconded by March Gallagher, moved to adjourn the meeting.

Vote: The motion was adopted unanimously.

Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Ronald Marquette, Chair